INSTUCTIONS FOR ACCESSING E-SERVICES VEHICLE PAGE AND ENTERING MONTHLY VEHICLE TIME AND USAGE DATA

1. Go to the National Headquarters' Civil Air Patrol web page (capnhq.gov)

2. Point mouse to Members

3. Scroll down to e-services

4. Left click mouse on e-services to open e-services registration page

5. Enter required information and click **log in** this opens e-services page

6. On e-services page, on right side of page under Restricted Applications, you will see "Vehicles Form 73" if you are authorized to enter vehicle monthly information. If "Vehicles Form 73"doesn't appear see note below

7. Click on "Vehicles Form 73" which will bring up vehicle information input boxes
   a. The top box is for initial entry of vehicle monthly information
   b. The lower box is for correcting or updating information that has already been previously entered for a vehicle

   Enter the vehicle wing ID number in the upper block and then click arrow next to lower block and select month and year in which vehicle information is being entered, then click **Enter to Insert,** this will bring up form page for entering the vehicle monthly information

8. In boxes under "Categories Listed" enter the number of times vehicle was used, number of hours vehicle was used, and odometer reading in the box provided. In "other" description box enter any information you need to describe other usage for time and hours entered under "other" category. Click submit when all information has been entered

9. Next page will show all the information entered on the vehicle
   To enter next vehicles' monthly information click "Here" at top of page. If all vehicles have been entered close page

Note: In step 6 if the word "Vehicles Form 73" does not appear under Restricted services on the e-services page, the wings web security administrator must give you permissions to the page in order to enter monthly vehicle information

INSTRUCTIONS FOR ACCESSING E-SERVICES VEHICLE PAGE AND CHECKING VEHICLE REPORTING DATA FOR REGION/WING VEHICLES

1.Go to the National Headquarters' Civil Air Patrol web page (capnhq.gov)

2. Point mouse to Members

3. Scroll down to e-services

4. Left click mouse on e-services to open e-services registration page

5. Enter required information and click **log in** this opens e-services page

6. On e-services page, on right side of page under Restricted Applications, you will see "Vehicles Form 73" if you are authorized to enter vehicle monthly information. If "Vehicles Form 73"doesn't appear see note below

7.Click on "Vehicles Form 73" which will bring up vehicle information input boxes

8. To view a report of submitted vehicle data, click on the word "Here" at the top of page

9. The "CAP Vehicle Monthly Usage Report" page will be displayed with a Reported Vehicle Entry Box
   a) Click down arrow on right side of region block, select region
   b) Click down arrow on right side of the wing block, select wing
   c) Click down arrow on right side of date block, select date for information you require
   d) Click on "Reported Vehicles"
   e) Click on " Status of all Vehicles"
   f) Scroll down to view all vehicles reported for wing selected. Vehicle numbers will be listed on right with either "yes or no" reported status
   g) Print if needed

   The above procedures enable you to monitor the reporting of vehicles for your Region/Wing/Units

Note: In step 6 if the word "Vehicles Form 73" does not appear under Restricted services on the e-services page, the wings web security administrator must give you permissions to the page in order to enter monthly vehicle information